

Londonderry Township Board of Supervisors

Re-organizational/Regular Meeting

January 4, 2016

7:00p.m.

The Londonderry Township Board of Supervisors held their re-organizational meeting and regularly scheduled meeting on Monday, January 4, 2016 at the Municipal Building, 783 S. Geyers Church Road, Middletown, Pennsylvania, beginning at 7:00 p.m.

Present: Mike Geyer, Chairman
Bart Shellenhamer, Vice Chairman
Anna Dale, Member
Ron Kopp, Member
Mel Hershey, Member
Steve Letavic, Manager
Beth Graham, Office Manager
Chris Feese, Finance Director
Jeff Burkhart, Code/Zoning Officer
Mike Johnson, Golf Course Manager
Sam Risteff, Golf Course Superintendent
Andy Brandt, Public Works Director
Allison Funk, MS4 Environmental Specialist
Amanda Kopel, MS4 Intern
Mark Stewart, Solicitor

Absent: Les Gilbert, EMA Director; Andrew Kenworthy, Engineer

Salute the Flag

RE-ORGANIZATION:

Temporary Chairman

Mr. Kopp motioned to appoint Bart Shellenhamer, Mrs. Dale seconded. Motion approved.

Chairman

Mrs. Dale motioned to appoint Bart Shellenhamer, Mr. Kopp seconded. Motion approved.

Vice Chairman

Mrs. Dale motioned to appoint Ron Kopp, Mr. Hershey seconded. Motion approved.

Manager – Secretary - Ass't. Treasurer – Steve Letavic

Mrs. Dale motioned to appoint Steve Letavic, Mr. Geyer seconded.

Treasurer - Ass't. Secretary – Chris Feese

Mrs. Dale motioned to appoint Chris Feese, Mr. Geyer seconded.

Treasurers Bond Amount - \$500,000.00

Mrs. Dale motioned to approve the bond amount, Mr. Geyer seconded.

Legal Counsel – Eckert Seamans/ Mark Stewart

Mrs. Dale motioned to appoint Eckert Seamans/Mark Stewart, Mr. Hershey seconded.

Auditors – Brown, Shultz, Sheridan Fritz / Jim Koontz

Mrs. Dale motioned to appoint BSSF/Jim Koontz, Mr. Geyer seconded.

Engineers - HRG/Andrew Kenworthy

Mrs. Dale motioned to appoint HRG/Andrew Kenworthy, Mr. Geyer seconded.

Vacancy Board Chairman – Daryl LeHew

Mrs. Dale motioned to appoint Vacancy Board Chairman – Daryl LeHew, Mr. Geyer seconded.

Fire Marshal – State Police

Mr. Geyer motioned to appoint the State Police as Fire Marshal, Mrs. Dale seconded.

Emergency Management Agency Coordinator – Les Gilbert

Mr. Geyer motioned to appoint Les Gilbert, Mr. Hershey seconded.

Planning Commission – Jim Szymborski, Term ending 2018

Mr. Letavic informed the members that Jim Szymborski called today and asked to be appointed to the vacant seat left by Charley Yoder's resignation.

Mr. Kopp motioned to appoint Mr. Szymborski to the Planning Commission, Mrs. Dale seconded.

Zoning Hearing Board – Mary Skinner, Term ending 2020

Park & Rec Board – Harold Morgan, Term ending 2019

Park & Rec Board – Vacancy, Term ending 2020

Park & Rec – Vacancy, Term ending 2019

Zoning Solicitor - John Davidson

Code/Zoning Officer – Ed Kazlauskas

BCO/Code-Zoning Officer – Jeff Burkhart

SEO – Vision Engineering, Todd Geltmacher

Alternate SEO - HRG Engineering

Right - To-Know Officer – Steve Letavic

Ass't. Right-To-Know Officer – Beth Graham

CAPCOG – Anna Dale

CAPCOG Alternate – Bart Shellenhamer

Communities That Care – Mike Geyer

PSATS Participation & Voting Delegate – Anna Dale

**Depository: BB&T - General Fund
Mid Penn Bank - Golf Course Fund**

Mr. Kopp motioned to appoint all those listed on the agenda, Mrs. Dale seconded. Motion approved.

Resolution 2016-1 Mileage Reimbursement Rate

Mr. Kopp motioned to approve Resolution 2016-1, Mrs. Dale seconded. Motion approved.

Resolution 2016-2 Fee Schedule

Mr. Kopp motioned to approve Resolution 2016-2, Mrs. Dale seconded. Motion approved.

Employees 2016 Wages

Will review after 2015 performance appraisals completed. No action taken.

REGULAR MEETING:

Citizen's Input – None

Approval of Minutes - December 7, 2015 & December 28, 2015 (Special Mtg.)

Mr. Hershey motioned to approve the minutes as presented. Mrs. Dale seconded. Motion approved.

Manager's Report – Steve Letavic

No report.

Treasurer's Report – Chris Feese

Payment of Invoices

Ms. Feese requested approval of payment for the following expenditures:

General Fund	\$49,858.32
Golf Course Fund	\$14,813.94
Liquid Fuels	\$740.00
Escrow	\$3,919.86
Fire Company	\$0
ICC	\$0
Debt Service	<u>\$12,813.78</u>
TOTAL	\$82,145.90

Mrs. Dale motioned to approve the payment of invoices, Mr. Geyer seconded. Motion approved.

Zoning & Codes Report – Jeff Burkhart

Final Subdivision Plat (Add-On) – Sunoco Pipeline, LP, Vine Street

This is a proposed lot add-on of 4.6 acres of land to the adjoining 3.99 acres Rydbom tract, creating a total lot area of 8.59 acres. The applicant has requested Waivers of preparing a sewage facilities planning module as well as for the preparation and submission of a Preliminary Plan for this project. In addition, Deferrals regarding curbs and gutters and sidewalk installation has also been requested. The Township Engineer has reviewed these requests and the Township Planning Commission has recommended these Waivers and Deferrals for approval.

The plan has been revised (Dec. 3, 2015) to address the concerns from the Township Planning Commission regarding clarity of the plan. A copy of the latest review by HRG, Township Engineers dated Dec. 7, 2015 indicates their previous technical comments have also been addressed. In addition, the Township is also in receipt of the “deeds ready to record” reflecting or establishing the intention to join in common the 4.6 acres of land from SUNOCO with the current Rydbom parcel.

Mrs. Dale motioned to approve deferrals of the curbs, gutters and sidewalks, Mr. Geyer seconded. Motion approved.

Mrs. Dale motioned to approve the waiver of the Preliminary Plan, Mr. Geyer seconded. Motion approved.

Mr. Geyer motioned to approve the plan, Mrs. Dale seconded. Motion approved.

MS4 Environmental Department - Allison Funk

- Progress Made
 - Intern announcement
 - BMP maintenance
 - Compost tea report
 - Privately owned Stormwater BMP letter
 - Illicit discharge
 - Chesapeake Bay Trust grant
- January Goals
 - Training
 - CapCOG Stormwater Training
 - Township staff Stormwater training
 - Review BMP Manual
 - Privately owned Stormwater BMP letter
 - Intern announcement
 - Audit preparation

Mr. Kopp asked if Ms. Funk is aware of what DEP is looking for in an audit. She informed the board that Erin Letavic, HRG, has provided a DEP checklist of what they look for, as well as field parameters and what surrounding municipalities have had to provide in their audits by DEP.
 - Chesapeake Bay Trust grant
 - Low impact development implementation planning
 - Stormwater Management Ordinance review
 - Stormwater resource tab for website

Public Works Report – Andy Brandt

Progress Report:

- Placed markers on inlets
- Built sign shop @ PWB
- Met w/LTAP rep to discuss repairing S Geyers Church Rd
- Vehicle maintenance & road checks
- Cleaned leaves from gutters on various roads
- Crew attended safety seminar
- Painted shop wall & erected pallet racking for storage
- Picked up stages from Firehouse for Club House event
- Placed stone dust in sink hole on S Geyers Church Rd (we are monitoring it)
- Replaced missing delineators & street signs
- Worked w/golf course crew to cut ornamental grasses on golf course

January Planner:

- Rebuild bocce ball court
- Tree trimming
- Build rock wall @ washout on Snavely Rd
- Winter maintenance (if needed)
- Set up more pallet racking @ PWB for storage
- Vehicle maintenance
- Replace damaged/missing street signs
- Road checks

Golf Course and Bar & Grill Report - Mike Johnson

- Total revenue for the month of December 2015 through the 25th is \$23,829.69 total revenues for the month of December 2014 were \$20,984.72.
- We have the clubhouse rented out 2 times in January for private events.
- We are continuing to send mailers out to past outings and clubhouse rentals as well as follow up phone calls to see if they would like to rebook with us again for 2016.
- For the month of January we will continue to market the course by sending out all of our information regarding golf outings, clubhouse rentals, memberships and tee sponsorships as well as grill room specials to our past outings, clubhouse guests and golfers that have played our course or rented our clubhouse in the past.
- We are working on cleaning and painting the clubhouse as needed to get ready for the 2016 golfing season.
- So far for the 2016 season we have 75 golf outings booked as well as the clubhouse rented out 15 times for private events.

Engineer's Report – Andrew Kenworthy

Not present – no report.

Solicitor's Report – Mark Stewart

No report.

EMA Report– Les Gilbert
Not present – no report.

New Business - None

Old Business

Mr. Hershey asked Mr. Letavic about the 537 Plan. Mr. Letavic informed the board that After 3 submissions to DEP they changed the parameters by which they will accept 537 plans. Because of this Mr. Letavic is working with HRG and DEP to make the changes, but there is a plan.

Mr. Hershey asked about the Crestview Village Inspection, Mr. Burkhart informed the board that he is working with the manager of Crestview on getting an updated plan. Their plan is due to the township in the middle of February.

Mr. Hershey suggested that work on the 2017 budget should begin now.

Mr. Letavic stated that relative to the 2017 plan, it is already in place because we have a 5-year cash flow plan and the cash flow is based on budgeted numbers. The issue will be what happens this year and that is something he and Ms. Feese look at every month. The key will be following through and tracking budget to actuals, that will tell if we have a variance that becomes material. How will that material variance impact fund balances in 2017 and will it be enough in 2017 to cause an issue for us? Ms. Feese stays on these numbers every month and if there is a swing that looks out of line she alerts Mr. Letavic and they work on it together. Mr. Letavic reassured the board that the township is in good shape and they have a good accountant, not a bookkeeper.

Executive Session – None

PSATS Township Citizen Communication Award

Ms. Graham informed the board that she entered the township's 2015 Spring Newsletter to PSATS Township Citizen Communication Contest and we placed 2nd in Newsletters, Class 3 Category.

Mr. Geyer motioned to adjourn at 8:12pm, Mr. Hershey seconded. Motion approved.